



**UNIVERSITY OF OXFORD
DEPARTMENT FOR CONTINUING EDUCATION**

**A Guide to Financing Part-Time Study for
students on Award Bearing courses at OUDCE**

2010/11

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INTRODUCTION

This guide is for students considering studying with the Oxford University Department for Continuing Education (OUDCE) or who are already enrolled on **award bearing Undergraduate Certificates, Foundation Certificates, Diplomas, Advanced Diplomas and Postgraduate award bearing courses at OUDCE.**

Your main cost will be the course tuition fees, which you normally pay in one lump sum or five instalments by Direct Debit.

You should also budget for course related costs such as travel expenses, course books and equipment, the cost of field trips, accommodation and childcare costs (if applicable).

Financial support

Unlike student loans for full time courses, many sources of funding in this guide are grants, which you do not need to repay.

To be eligible for any help with fees you will need to have registered on the course.

The amount and type of support you can expect depends on whether you already have a first (BA/BSc) degree or not.

Undergraduate level Funding: Students without a first (BA) Degree

PART-TIME FEE GRANT for Award Bearing Undergraduate level courses

You are eligible to apply for a means tested **part-time fee grant** (paid direct to OUDCE) of up to **£820** and a **course grant** (paid direct to you) of up to **£265** as long as you fulfil the following criteria:

- You do **not have a degree already**. It is highly unlikely that you will be awarded a Part-time fee grant if you already have a degree.

AND

- You are ordinarily resident in the UK (see <http://www.ukcosa.org.uk> for clarification of 'ordinarily resident')

AND

- You are registered/have been offered a place on an award bearing Undergraduate Certificate, Foundation Certificate, Diploma or Advanced Diploma course.

AND EITHER

- You are on a low income. See below* for income thresholds

OR

You are in receipt of one of the following means tested benefits:

- Income Support
- Housing Benefit (including Local Housing Benefit)
- Income-related Employment and Support Allowance (ESA)
- Council Tax Benefit
- income-based Jobseeker's Allowance
- New Deal Allowance

HOW TO APPLY:

Go to : www.direct.gov.uk/studentfinance then 'Applying for the First time' and then 'Finance for part-time Students'. There is information on the amount students can expect to be awarded under 'More

about the Course Grant & Fee grant. The **PTG1 (Part-time Fee Grant) form 2010/11**, will be available in August 2010

When you have downloaded and completed the PTG1 form you will need to send it to the **Student Adviser, OUDCE, 1 Wellington Square, OXFORD, OX1 2JE**. She will check **part 4** of your form and complete and sign **Part 6** when you have been on your course for two weeks. She will return the form to you and you may then send it to Student Finance England at the address provided on the form. The grant for your fees will be sent direct to OUDCE; the course grant will be sent direct to you. It is important that you send the form to Student Finance England as soon as possible after it has been signed by the Student Adviser. We will ask you to let us have **confirmation of your form** being received by Student Finance England and the Customer Number you have been allocated by the end of November. The Student Adviser is very happy to give you help and advice with your application.

NB: your fee grant may not come through immediately. Until OUDCE receives your grant you will be responsible for paying the deposit and any instalment payments that become due.

If you receive the full Part-time Fee Grant of **£820** you may apply, through the Student Adviser, to the **Access to Learning Fund, Additional Fee Support Scheme** for additional funds. We will be unlikely to be able to make up your grant to the full amount of your fees but you may receive an additional award.

* **Fee Grant and Course Grant: rates for 2010/2011 (from http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/Applyingfortheirstime/DG_171530)**

| Household Income | Fee Grant applicable to Certificate & Diploma courses | Course Grant |
|-------------------|---|------------------|
| Less than £16,845 | Full Grant: £820 | Full Grant: £265 |
| £16,845 | £770 | Full Grant: £265 |
| £16,845 - £25,420 | Partial Grant (at least £50) | Full Grant: £265 |
| £24,421 - £26,029 | No grant | Full Grant: £265 |
| £26,030 - £28,065 | No Grant | Partial Grant |
| £28,066 or more | No Grant | No Grant |

The table shows figures for a single student without children. When assessing applications for the Fee Grant and Course Grant, part of your household income is ignored if you have children or live with a partner.

This means you can reduce your household income figure by:

- £2,000 for your oldest dependent child
- £1,000 each for any other dependent children
- £2,000 if you live with a partner

Part-time Fee Grant for non UK EU STUDENTS

Students from EU countries other than the UK may apply for a part-time fee grant. If you have lived in the UK for the past three years you may also qualify for a grant towards living costs. For details go to: http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/StudentsFromOtherEUCountries/DG_10035221

Financial support for non-matriculated students on award bearing undergraduate or postgraduate level courses who already have a degree

OU DCE Bursary Funds for UK students on Award Bearing Undergraduate courses

Students with a household income of £25,000 or less may apply for a Departmental bursary to pay for part of their fees. These bursaries are awarded at the Department's discretion according to financial need. To be eligible to apply for bursary funding applicants must be registered on an OUDCE Award Bearing Undergraduate course and you should apply with supporting evidence. To download the Financial Assistance Application form, please go to: <http://www.conted.ox.ac.uk/studentsupport/currentstudents/financial.php> or contact the student adviser on **01865 280355** or registry@conted.ox.ac.uk.

Rosenthal Bursary Fund for students on Award Bearing Postgraduate Certificate and Diploma courses

Students on postgraduate certificate or diploma courses at OUDCE with a household income of up to £25,000 may apply for help towards their fees from this fund. The maximum award would be £1000 but the fund is limited and priority will be given to those in particular need. If you think you may be eligible to apply to this fund, please go to: (insert link to new form) or contact the Student Adviser on **01865 280355** or registry@conted.ox.ac.uk. You will be asked to supply supporting evidence and a written statement detailing your situation.

Access to Learning Fund (ALF)

The government provides OUDCE via the University with funds to help students on low incomes cover their course costs, e.g. books and travel. ALF grants **cannot be made for paying tuition fees**. **Priority** is given to those on award bearing **undergraduate** courses but award bearing **postgraduate** students who have a **disability or who have carer responsibilities** will also be considered. To apply for an ALF grant, download the Financial Assistance Application form from: <http://www.conted.ox.ac.uk/studentsupport/currentstudents/financial.php> or contact the student adviser on **01865 280355** or registry@conted.ox.ac.uk.

To be eligible for a grant from the Access to Learning Fund grant you must be:

- Ordinarily resident (without any restrictions) in the UK for the 3 year period preceding the first day of the academic year of the course.
- Registered for a place on an award bearing Undergraduate (Certificate, Diploma, Advanced Diploma) or Postgraduate course at OUDCE .

Students who are in receipt of a non means-tested NHS bursary or who are NHS employees cannot apply for Access to Learning Funds.

Matriculated Students (Masters & DPhil.) should apply through their college for Access to Learning Fund/Hardship Fund and College bursaries

Educational Trusts & Charity Funds

Successful applications to educational trusts and charities take time and effort but are worth it as these are sources of funding for tuition fees and course related costs.

- **The Educational Grants Advisory Service:** (<http://www.egas-online.org/fwa/>) has an online search facility which accesses a large database of trusts and charities for all levels of study.
- **The Directory of Grant Making Trusts** is available in public libraries and in the library at Rewley House

- Specifically for **postgraduate** students, try the **Postgraduate Funding Guide** on : <http://www.npc.org.uk/page/>

Professional and Career Development Loans

Professional and Career Development Loans are bank loans that can be used to help pay for work related learning. You can borrow between £300 and £10,000 to help support the cost of up to two years of learning (or three years if it includes one year's relevant unpaid practical work). The Young People's Learning Agency will pay the interest on the loan while you are learning and for one month afterwards. The loan can be used to pay course fees or other costs such as travel and living expenses. You can also use the loan to supplement other forms of support such as grants or bursaries. Because the Professional and Career Development Loan is a commercial loan product, they should only be considered as an option once all other student funding options have been investigated. For further information on financial assistance to support your learning, please visit www.direct.gov.uk/adultlearning or contact Careers Advice on 0800 100 900. Our learning provider registration number is: **6434**

Ministry Of Defence Enhanced Learning Credits

A scheme whereby eligible members of the armed forces can apply for bursaries towards their course fees. **Continuing Education Learner Provider Number is: 1065**. For details, visit: <http://www.enhancedlearningcredits.com/mssql/verification.html>

The Oxford Funding Search lists funds available for specific postgraduate courses. See <http://www.admin.ox.ac.uk/studentfunding/index.shtml> for details.

Disabled Students Allowance (DSA)

Extra assistance is available for students, with or without a degree on undergraduate or postgraduate courses, who have a disability or specific learning difficulty (such as dyslexia and or dyspraxia).

This assistance is not means-tested and is intended only for costs incurred because of your disability, which other students would not normally have to cover. For details, go to: http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898

International Students

OU DCE Bursary Funds

International and EU students **who are ordinarily resident in the UK with no restrictions and who have been so for the 3 years prior to the start of their course (not for the purposes of education)** with a household income of £25,000 or less may apply for a Departmental bursary to pay for part of their fees. These bursaries are awarded at the Department's discretion according to financial need and priority is given to students on undergraduate level courses. To be eligible to apply for bursary funding applicants must be registered on an OUDCE award bearing Undergraduate or Postgraduate course and you should apply with supporting evidence. To download the Financial Assistance Application form, please go to: <http://www.conted.ox.ac.uk/studentssupport/currentstudents/financial.php> or contact the student adviser on **01865 280355** or registry@conted.ox.ac.uk.

We are not able to offer bursaries to international students who are not based in the UK. We advise them to contact the **British Council** in their home country. Contact details can be found on the British Council Home page: <http://www.britishcouncil.org/new/>

Clarendon Fund : For all international (non-UK/non-EU) students

The Clarendon Fund aims to enable academically outstanding students to take up their places at Oxford. The awards are sponsored by Oxford University Press and are made to those who have been accepted onto postgraduate degree courses: M.St., M.Sc., and D.Phil. Awards are based solely on academic merit. For details see:

http://www.admin.ox.ac.uk/studentfunding/scholarship_profiles/clarendon.shtml

The following website addresses offer guidance. It is essential that you check your Visa requirements before you apply for a course.

- **British Government Visa Enquiry Website:** <http://www.ukvisas.gov.uk>
- **For information on fees and sources of funding and general information on studying in the UK, go to:** http://www.ukcosa.org.uk/student/fees_student_support.php

For specific information for OUDCE students go to:

<http://www.conted.ox.ac.uk/studentsupport/internationalstudents/visa.php>

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